

What's New for Government (WNFG)

JANUARY 2006

Books

Business Etiquette

Morem, Susan. **How to gain the professional edge: achieve the personal and professional image you want.** 2nd ed. Ferguson, c2005. 228p.
Call Number: HF 5386 M755 2005

Communication in Organizations

Denning, Stephen. **Squirrel Inc.: a fable of leadership through storytelling.** Jossey-Bass, c2004. 182p.
Electronic location: <http://www.loc.gov/catdir/description/wiley041/2004000686.html>
Electronic location: <http://www.loc.gov/catdir/toc/ecip0413/2004000686.html>
Call Number: HD 30.3 D462 2004

Diversity in the workplace

Mor-Barak, Michàlle E. **Managing diversity: toward a globally inclusive workplace.** Sage Publications, c2005. 345 p.
Electronic location: <http://www.loc.gov/catdir/toc/ecip051/2004023045.html>
Call Number: HF5549.5 M5 M662 2005

Employees—Training of—Computer-assisted Instruction

Chapnick, Samantha. **Renaissance elearning: creating dramatic and unconventional learning experiences.** Pfeiffer, c2005. 293p.
Electronic location: <http://www.loc.gov/catdir/toc/ecip0419/2004014358.html>
Call Number: HF 5549.5 T7 C537 2005

Memorandums

Bell, Arthur H. **Writing effective letters, memos & e-mail.** 3rd ed. Barron's, c2004.
Call Number: HF 5721 B483 2004

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Books (Continued)

Organizational Behavior

Zeigler, Kenneth. **The complete guide to getting organized at work.** McGraw-Hill, c2005. 193 p.

Electronic location: <http://www.loc.gov/catdir/toc/ecip058/2005002533.html>

Call Number: HD58.7.Z45 2005

VIDEOS

Videocassettes and DVDs may be requested for specific use dates. If no use date is indicated on the request, the video will be sent immediately or, if in use, reserved and sent as soon as it is available.

The Abilene Paradox

(CRM Learning, 2002; 2nd edition; 27 minutes; closed-captioned; 1 VHS videocassette, 1 DVD, 1 CD-ROM, leader's guide, workbooks, reminder cards, poster)

A training package in which management consultant Jerry B. Harvey uses a parable about a family trip to Abilene, Texas, to look at group dynamics and group decision-making. The program illustrates the paradoxical nature of mismanaged agreement, describes symptoms of the paradox, probes the reasons behind the behavior, and offers strategies for eliminating collective decision-making confusion. The program may be viewed on VHS or DVD.

(VHS V-7453)

Look Out for Your Laptop! Information Security and Laptop Theft Prevention

(Commonwealth Films, 2001; 1 VHS videocassette: 17 minutes, closed –captioned; with guide)

Tells of the prevalence of laptop computer theft and presents some practical tips for preventing it. Describes costs of laptop theft, loss, and damage, including reconstructing lost data, loss of confidential information, and replacement of expensive computers.

(VHS V-7260)